



City of DeWitt

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MEMBER IOWA LEAGUE OF CITIES

CITY OF DEWITT LIBRARY DIRECTOR – DeWitt Community Library POSITION PROFILE

The Community

The City of DeWitt is a progressive, economically stable, and growing community located in eastern Iowa, 18 miles north of the Quad Cities, 18 miles west of Clinton, 60 miles east of Cedar Rapids and 50 miles south of



Downtown DeWitt

Dubuque. The City has grown steadily over the last couple of decades, growing at a 12% pace in the 1990s. The 2010 census counted 5,322 residents, and it is estimated that the population continues to grow at a slow, but steady pace. The City retains a strong sense of community with a strong commitment to volunteerism.

In the last 5-years the City has made many major capital improvements to the City's streets and infrastructure. Most recently, the City completed a \$5.3 million 14,000 sf addition to the DeWitt Community Library.

Education

The Central Community School District of Clinton County serves a population of over 8,300 who live in Clinton County. Low Moor, Welton, Grand Mound and DeWitt are included in the school district boundaries. It is a rural district of approximately 179 square miles, served by 19 school bus routes.

The Central Community School District consists of Ekstrand Elementary School, Central Middle School, and Central High School all located in DeWitt. The District recently completed a \$21 million building

project that included additional classrooms, a competition gym, a community gym, and performance arts auditorium.

Higher education opportunities are available in the area: Clinton Community College, located in Clinton, is a 2-year junior college with a number of programs for traditional students and working adults. St. Ambrose University, a 4-year liberal arts college, is located in Davenport. Augustana, a 4-year liberal arts college, is located across the river in Rock Island, IL. Additionally, the Quad Cities Grad Center, located in Davenport, offers a large number of graduate course opportunities with a number of Universities including the University of Iowa, Western Illinois, and Drake.

Recreation

The City owns a number of parks, an Aquatic Center, a Fitness Center, and a Community Center. The City has nearly 4 miles of paved trails in Westbrook Park and along Silver Creek. The City offers a number of recreation programs for children and adults. Downtown DeWitt is the home of the Opera House Theater, which runs first run movies with reasonable admissions. An 18-hole private country club, Springbrook, is located on the City's northwest side. DeWitt is a 20 minute drive from a large number of other recreational and entertainment opportunities located in the Quad Cities, a metropolitan area with a combined population of over 250,000.

Healthcare

DeWitt is serviced by a full-service Genesis Systems hospital, Genesis Medical Center – DeWitt, which includes emergency services. Medical Associates has an office in DeWitt with 3 general practice doctors and Genesis also has a clinic with 2 general practice doctors. There are also a number of dentists, physical therapists, and chiropractors who have offices in DeWitt.

The City of DeWitt

The City of DeWitt has Mayor/Council form of government with 5 council members, 3 representing the entire City and 2 elected from wards. The Council serves 4 year terms and the Mayor serves 4-year terms. The Council appoints a City Administrator who heads the professional staff. Department Heads include: Chief of Police, Director of Finance, Director of Parks and Recreation, Library Director, and Director of Public Works. The City employs 31 full time staff and has an annual operating budget of \$14 million.

Library Board

The Library Board of Trustees is made up of nine volunteer community members appointed to six year terms by the Mayor.

The Board of Trustees sets the

policy for the DeWitt Community Library and meets monthly with the Director. The DeWitt City Council, in cooperation with the Trustees, sets the annual budget for the DeWitt Community Library.



Fireplace Area DeWitt Community Library

Position Overview

The Library Director manages the DeWitt Community Library, a 21,000 square foot facility, which serves as the DeWitt Area Library. The Director manages 5 part-time employees and 2 student library pages. The current budget for the Library is approximately \$295,000. Staff includes an Adult Services Librarian, a Customer Service and Circulation Manager, a two Library Assistants, two Custodians, a Library Clerk and a Children's Librarian. The DeWitt Community Library has a collection of just under 45,000 items with an annual circulation over 90,000 items. The library generates over 70,000 annual visits and is the library most used by rural Clinton County residents. A 14,000 sf addition and renovation project was just finished in January 2021. This was an incredible



Front Desk DeWitt Community Library

improvement to the library funded by an 82% supported vote for a \$3.5 million bond referendum and community donations.

Candidate Profile

The City of DeWitt is looking for a strong leader, with broad experience in library management and customer service who would be enthusiastic to direct a public library in a small town environment. The new Director should have knowledge of public library procedures, current

trends of service, and current trends in literature. Financial skills including the ability to develop, understand and manage a budget are also important.

DeWitt has an active, involved citizenry and the new Director should be comfortable speaking before groups and with individual citizens as well. He or she should be able to communicate effectively with members of the library staff, the Library Board of Trustees, members of Friends of the Library and other volunteers. The Trustees expect that the new Director will be visible in the community.

The new Director should be of absolute honesty and integrity in his/her dealings with members of the community, staff, and the Trustees. The Director should be a person who will state her/his opinion clearly when appropriate, but who will listen to the opinions and ideas of others. Maintaining open communications within the Trustees, the Library Staff, and the rest of the City Administration is considered to be a high priority. The Director should be able to assign responsibility and authority while holding people accountable for results.

The new Director should be familiar with the application of new technology for library services including the use of computers, modern communication, and social media. He or she should be a problem-solver who can be creative in finding solutions to problems.

Finally, the City is looking for a modern, thoughtful and dedicated professional who would see the Director of the DeWitt Community Library position as an exciting challenge and a positive career opportunity. The desire is for someone who will be actively involved in the community both professionally and personally.

Additional Qualifications

The ideal candidate will possess at least a Bachelor's degree in Library Science, Information Studies, Information Sciences, or a related field, or have an equivalent combination of education, training and experience, which demonstrates the necessary knowledge, skills and abilities required for this position. Progressively responsible supervision and administrative experience is desired. The new Director must have State Library of Iowa Public Library Director Certification or have the ability to obtain the certification within two-years of appointment.

Compensation & Benefits

The salary for this position is \$58,000 - \$64,000. The starting salary range for the new Director will depend on the candidate's qualifications. The City has a

generous benefits program that includes participation in the Iowa Public Employees Retirement System, group health insurance, and generous paid time off.



Front Entrance DeWitt Community Library

Selection Process

Interested candidates should request a City application from City Hall (563-659-3811) or print from City website (<https://www.cityofdewittiowa.org/jobapplication>) and submit the completed application, a cover letter, résumé, salary history and 5 professional references to City Administrator Steve Lindner by email at cdadmin@gmtel.net or by mail to PO Box 407, DeWitt, Iowa 52742. Following the first review date, résumés will be screened in relation to the criteria outlined in this announcement. Candidates with relevant qualifications will be contacted and advised of the next steps in the selection process. Application materials are due to the City Administrator by noon Monday, May 31.

Library Director

The City of DeWitt, Iowa (pop. 5322), a progressive and growing community, located in Eastern Iowa, is seeking a Library Director for the DeWitt Community Library <http://www.dewitt.lib.ia.us/>. This position is accountable directly to a nine member Board of Library Trustees. The City is seeking candidates with a proven record of management and leadership. A bachelor's degree in a relevant field is required; master's degree is preferred. Work experience in a public library setting and/or supervisory experience in a library setting or related field preferred. State Library of Iowa Public Library Director Certification is required within 2-years of hire. Salary: \$58,000.00 – \$64,000.00 DOQ with excellent benefits. Email cover letter, resume, salary history and 5 professional references to cdadmin@gmtel.net - Steve Lindner, City Administrator. **City of DeWitt application is required and can be found online at <https://www.cityofdewittiowa.org/jobapplication>** or applications, job description, and position profile can be requested by calling 563-659-3811 or by emailing cdclerk@gmtel.net. Emailed applications are due by noon Monday, May 31. EOE.

Time line:

Applications due:

Noon May 31

Select Semi-finalist:

June 5

Select Finalists:

June 11

Interviews/Selection Process:

Week of June 14

Tentative Start Date:

July 2021



DeWitt Autumnfest in Lincoln Park